

BLS College Application Kickoff Night

September 19, 2023



Agenda

01

**College
Application
Overview**

02

SchoolLinks

03

**BLS
Resources**

04

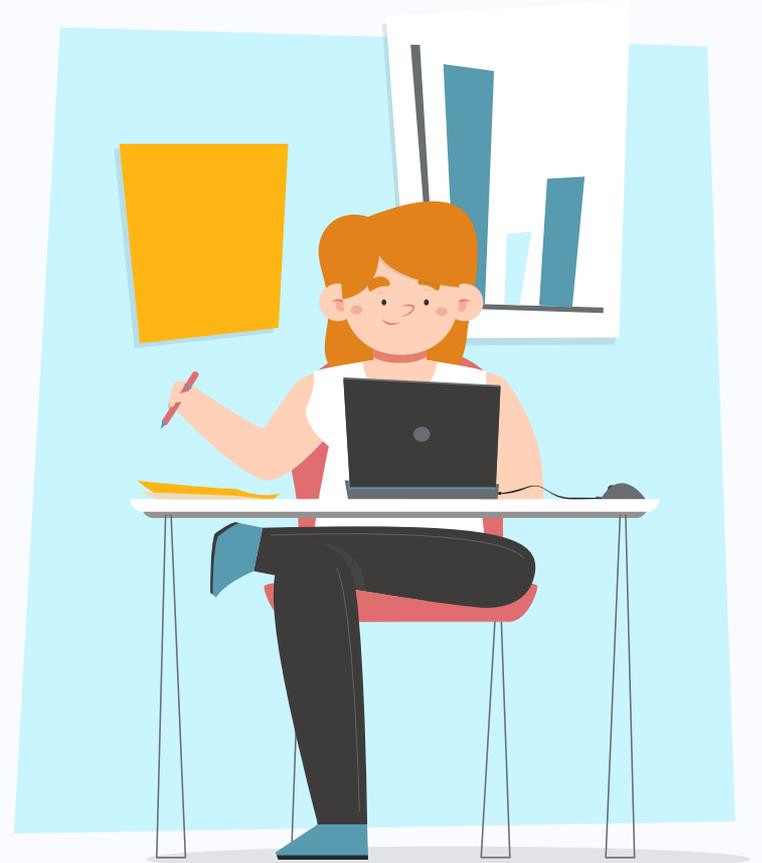
**Connect
with your
school
counselor
and STC**



College Application Overview

Before Applying

- College Information Night Presentation and Resources
- Research and build final list of colleges
 - Reach
 - Target
 - Likely
- **Consider “Fit”**
- When filling out application, students should use their personal email (professional) and check it regularly
- Consider a system to keep track of username & passwords for applications
- Remember, every institution operates differently. It is important to stay organized!



Common Application (CA)

- 900+ colleges and universities are part of the CA
- Can apply to up to 20 schools through the Common Application
- The Common App Profile goes to ALL schools that you apply to with Common Application
- Supplemental College Application: Individual institutions within the Common App may have additional questions for their school specifically, but it is centralized in Common App

School Specific

- Many institutions may require or offer their own application
- They will have their own requirements and submission process

Deadline Considerations



DEFINITIONS OF ADMISSION OPTIONS IN HIGHER EDUCATION

STUDENTS: WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

Regular Decision

DEFINITION:

Students submit an application by a specified date and receive a decision in a clearly stated period of time.

COMMITMENT:

NON-BINDING

Rolling Admission

DEFINITION:

Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.

COMMITMENT:

NON-BINDING

Early Action (EA)

DEFINITION:

Students apply early and receive a decision well in advance of the institution's regular response date.

COMMITMENT:

NON-BINDING

Early Decision (ED)

DEFINITION:

Students make a commitment to a first-choice institution where, if admitted they definitely will enroll and withdraw all other applications. The application deadline and decision deadline occur early.

COMMITMENT:

BINDING

Restrictive Early Action (REA)

DEFINITION:

Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.

COMMITMENT:

NON-BINDING

Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.

Students are responsible for determining and following restrictions.

Deadline Considerations

Type of Application	Application Deadline	Commitment	Admission Decision
Early Action (EA)	November	Non-Binding	December
Restrictive Early Action (REA)	November	Non-Binding	December
Early Decision (ED)	November	Binding	December
Early Decision II (ED2)	January	Binding	March/April
Regular Decision	January/ February	Non-Binding	March/April
Rolling Admissions	Ongoing (deadlines vary)	Non-Binding	Usually within 4-6 weeks

Possible Application Requirements

General Information

- Demographics
- School Specific Questions

Academic History

- Transcripts
- Self Reported Academic Record

Written Component

- Essay
- Personal Insight Questions
- Supplemental Questions

Letter of Recommendation

- Varies by institution
 - Teacher
 - Counselor

Activities/Commitments

- In-School
- Outside of School
- Work
- Family responsibilities

Testing: SAT/ACT

- Test Optional
- Test Blind/Free
- Required

**How do we keep track
of this all?**



What is

SchoolLinks?

- College and Career Readiness Platform
- Discover interests, strengths and support preparation for life after high school

Using SchoolLinks, high school students can:

- Access career interest, strength and mindset surveys
- Build their educational plan and profile
- Explore 2-year and 4-year colleges
- Review their educational plan and profile
- Take virtual reality college campus tours
- Search for scholarships
- Learn about financial aid
- Find internship and volunteer opportunities
- Explore traditional, emerging and military career fields
- Create digital portfolios / resumes
- Communicate with their school counselors

College Application Manager

The SchoolLinks College Application Manager allows students to:

- Track the progress and requirements for their college applications.
- Organize of all the application materials for the colleges where they are applying.
- Request application materials including transcripts, letters of recommendation, etc. to be sent to the desired institution.

What is College Application Manager?

- ✓ Manages and tracks applications and document requests
- ✓ Sends transcripts and other materials to colleges
- ✓ Tracks application decisions and outcomes
- ✗ NOT an application portal - Applications are submitted on college site or other application portal.
- ✗ NOT what you use to request non-college application transcripts to send to scholarship providers or NCAA - Use Records Request to do that.

Getting Started with



SchoolLinks

College Application Manager

SchooLinks Login via Clever Dashboard

Viewing Portal as VIEW PORTAL AS Caldera High School

Language Arts/Humanities

Math

Science

World Language

Coding and STEM

Multi-Subject Apps

Assessments

Other

College Readiness

Clever Help and Resources

More Apps

Discovery Education

College Readiness

Federal Student Aid
FAFSA Homepage

Federal Student Aid
FAFSA Calculator

fastweb
#FinAidFeb

fastweb!
2019 Scholarship Planning

SCHOLARSHIPS.COM
Scholarships.com

THE COMMON APPLICATION
Common App

Coalition App

COLLEGE GREENLIGHT
College Greenlight

ScholarMatch

SchooLinks

Clever Help and Resources

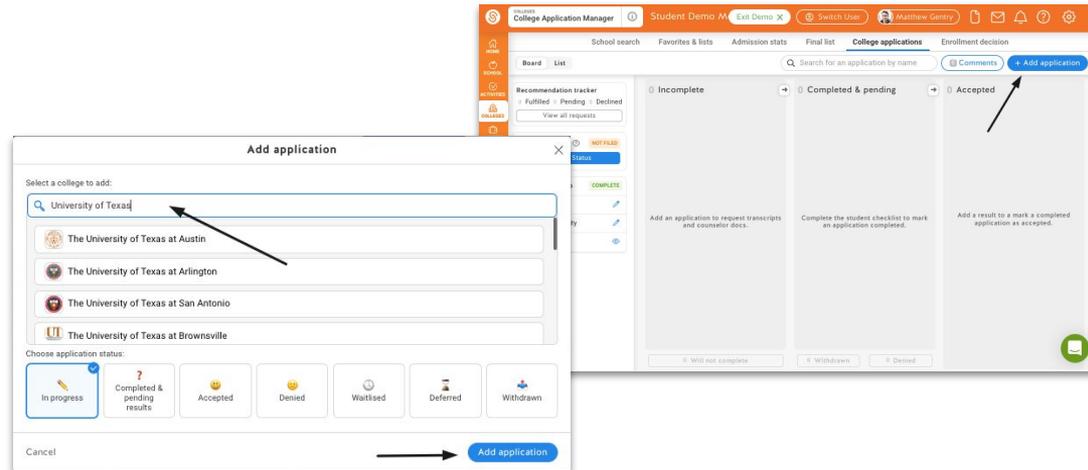
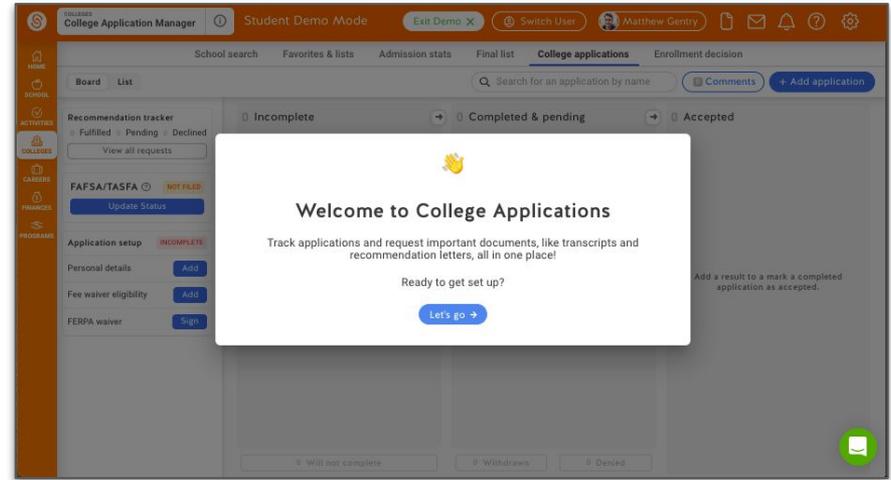
Getting Started

1. Navigate to the College Application Manager by clicking on **Colleges** → **College Applications**

2. Complete the **Application Set Up**:
-Personal Details
-Fee Waiver Eligibility
-FERPA Waiver

3. Start tracking your first application by clicking **+Add Application**.
Search for the school and then click **Add Application**

Tip: If you have schools added to your Final List in SchoolLinks you can select from this list to start an application



College Applications Setup

Access: Colleges > College Applications

Upon first access, students will be prompted to complete a 3-part setup process

Part 1: Personal Details

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES', 'College Application Manager', 'Student De', 'Exit Demo x', 'Switch user', and 'Debbie Buckner'. The main navigation menu on the left lists 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGES', 'CAREERS', 'FINANCES', and 'PROGRAMS'. The central content area shows a 'Personal information' form with the following fields and values:

- PERSONAL DETAILS** (highlighted in blue)
- PERSONAL INFORMATION**
Use the same information you are using in your college application forms.
- Birthdate: 07/12/23
- HOME ADDRESS**
Use the same home address you are using in your college application forms. This is needed for some documents your counselor needs to send to colleges.
- Street Address: 3500 Rockmont Drive
- Apt, suite, etc (optional):
- City: Denver
- State: CO
- Zip/postal code: 80202
- When you add or update your address here, SchoolLinks will update the address for your account.
- Next** →

At the bottom of the form, there are three buttons: '0 Will not complete', '0 Withdrawn', and '0 Denied'. A small chat icon is visible in the bottom right corner.

College Applications Setup

Part 2: Fee Waiver Eligibility

✓ PERSONAL DETAILS — **③ FEE WAIVER ELIGIBILITY** — FERPA WAIVER

Do you qualify for an application fee waiver?

The cost of applying to colleges can add up! Some colleges waive application fees for students who demonstrate financial need.

To see if you qualify, check off any boxes that apply to you.

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home, or is homeless.
- Student is a ward of the state or an orphan.

_____ OR _____

- None of the above apply.

Part 3: FERPA Waiver

✓ PERSONAL DETAILS — ✓ FEE WAIVER ELIGIBILITY — **📄 FERPA WAIVER**

How does FERPA relate to your college application?

- FERPA gives you the right to review letters of recommendation if you are enrolled in college that saves the recommendations, OR you are 18 or older.

To waive or not to waive?

- Waiving your right lets colleges know that you don't intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- If you choose not to waive your right, some recommenders may decline to write a letter for you, and some colleges may disregard letters submitted on your behalf.

Still unsure how to respond?

- That is OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. You can also read our [FERPA Help Article](#)

I have fully read and understood the FERPA Release Authorization explanation

above. I give permission for my school to release materials, including my transcript, to the colleges to which I am applying.

← Back ✓ Finish application setup

Application Requirements

Student Checklist:

- Check the box once tasks are complete.

Teacher Recommendations:

- Request recommendations for the total # listed.

Counselor Documents:

- Any required documents will be automatically requested.
Reach out to your counselor if you need additional documents sent.

The screenshot shows the 'College Application Manager' interface for Rice University. The user is logged in as Matthew Gentry. The application status is 'In Progress'. The interface is divided into three main sections: Student Checklist, Teacher Recommendations, and Counselor Documents.

STUDENT CHECKLIST

- Submit Application : Submit your application forms and any required essays.
- Test Scores : Rice will allow first-year and transfer student applicants to undergraduate degree-seeking programs for the 2021-2022 and 2022-2023 application cycles to submit SAT or ACT test scores, if they choose. Students who are unable to submit test scores or prefer not to submit test scores will be given full consideration in the admission selection process.

TEACHER RECOMMENDATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

2 Required

Instructions from college: The two teacher recommendations serve to highlight the applicant's academic strengths and contributions in the classroom. Both of these recommendations should be from teachers of core academic subjects, and ideally one recommendation would relate to the applicant's intended area of study. Though not a requirement, we would prefer letters come from teachers who have taught the student for a full course.

[+ Add Recommender](#) Required 1

[+ Add Recommender](#) Required 1

COUNSELOR DOCUMENTS

We've researched what documents are required and automatically requested them from your counselor.

- Transcript : Added 07/31/2022 as preset
- Counselor Recommendation : Added 07/31/2022 as preset

[Request Counselor Document](#)

College Applications Dashboard

Side Panel

- Final List Schools
- Recommendation Tracker
- FAFSA File Status
- Common App Connection
- Application Setup

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES College Application Manager', 'Student', 'Exit Demo X', 'Switch user', and 'Debbie Buckner'. The main navigation tabs are 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications', and 'Enrollment decision'. The 'College applications' tab is active, showing a search bar and '+ Add application' button. The side panel on the left is highlighted with a blue border and contains the following sections:

- Final list schools**: 0/6 Applications added from list. Includes a button 'Add application from list'.
- Recommendation tracker**: 0 Fulfilled, 0 Pending, 0 Declined. Includes a button 'View all requests'.
- FAFSA/TASFA**: NOT FILED. Includes a button 'Update Status'.
- common app**: CONNECTED. Includes buttons 'Log in →' and 'Unlink account'.
- Application setup**: COMPLETE. Includes links for 'Personal details' and 'Fee waiver eligibility'.

The main content area shows three columns: 'Incomplete' (0), 'Completed & pending' (0), and 'Accepted' (0). Below these are instructions for each column: 'Add an application to request transcripts and counselor docs.', 'Complete the student checklist to mark an application completed.', and 'Add a result to a mark a completed application as accepted.' At the bottom, there are buttons for 'Will not complete' (0), 'Withdrawn' (0), and 'Denied' (0).

College Applications Dashboard

Application Status Lists

- Incomplete
- Completed & Pending
- Accepted

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES College Application Manager', 'Student', 'Exit Demo X', 'Switch user', and 'Debbie Buckner'. The main navigation tabs are 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications', and 'Enrollment decision'. The 'College applications' tab is active, showing a search bar and a '+ Add application' button. The left sidebar contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area is divided into three columns representing application statuses: 'Incomplete', 'Completed & pending', and 'Accepted'. Each column has a counter at the top (all are 0) and a description of the status. Below the descriptions are buttons for 'Will not complete', 'Withdrawn', and 'Denied'. A 'common app' logo is visible in the bottom left of the main content area, and a chat icon is in the bottom right.

COLLEGES College Application Manager Student Exit Demo X Switch user Debbie Buckner

School search Favorites & lists Admission stats Final list College applications Enrollment decision

Board List Search for an application by name Comments + Add application

Final list schools
0/6 Applications added from list
Add application from list

Recommendation tracker
0 Fulfilled 0 Pending 0 Declined
View all requests

FAFSA/TASFA NOT FILED
Update Status

common app CONNECTED
Log in →
Unlink account

Application setup COMPLETE
Personal details
Fee waiver eligibility

0 Incomplete → 0 Completed & pending → 0 Accepted

Add an application to request transcripts and counselor docs.

Complete the student checklist to mark an application completed.

Add a result to mark a completed application as accepted.

0 Will not complete 0 Withdrawn 0 Denied

Connecting with Common App

1. First, link your Common App account by clicking the button on the College Applications page. You can also [watch this video](#) to see the process.
2. Login or create a new Common App account.
3. Check the box to share data back to SchoolLinks.
4. Add your first college to “My Colleges” and complete the FERPA waiver.
5. Use these steps to keep track of what is completed on SchoolLinks and Common App. →

The screenshot displays the 'ONE TIME SETUP' page for SchoolLinks, featuring the SchoolLinks and Common App logos at the top. The page is divided into two main sections: a top section with steps 1 through 6, and a bottom section with steps 7 through 12. Step 1, 'Link Common App account', is highlighted with a green border. Steps 2 through 6 are in blue-bordered boxes, while steps 7 through 12 are in green-bordered boxes. A lightning bolt icon indicates that SchoolLinks automatically requests materials from counselors for steps 7 and 12.

SchoolLinks **common app**

ONE TIME SETUP

- 1 Link Common App account
- 2 Login or create a new account
- 3 Check box to share data back to SchoolLinks
- 4 Add your first college to “My Colleges”
- 5 Add your high school & complete FERPA
- 6 Continue building your “My Colleges” list

⚡ SchoolLinks automatically requests materials from counselors (reports, evaluations, fee waivers, etc) ⚡

- 7 Request teacher evaluations for each college
- 8 Complete your college applications
- 9 Track completion of application materials
Statuses are automatically synced to SchoolLinks
- 10 Track materials that need to be submitted outside Common App such as test scores
- 11 Input your college application results
- 12 Record college enrollment decision

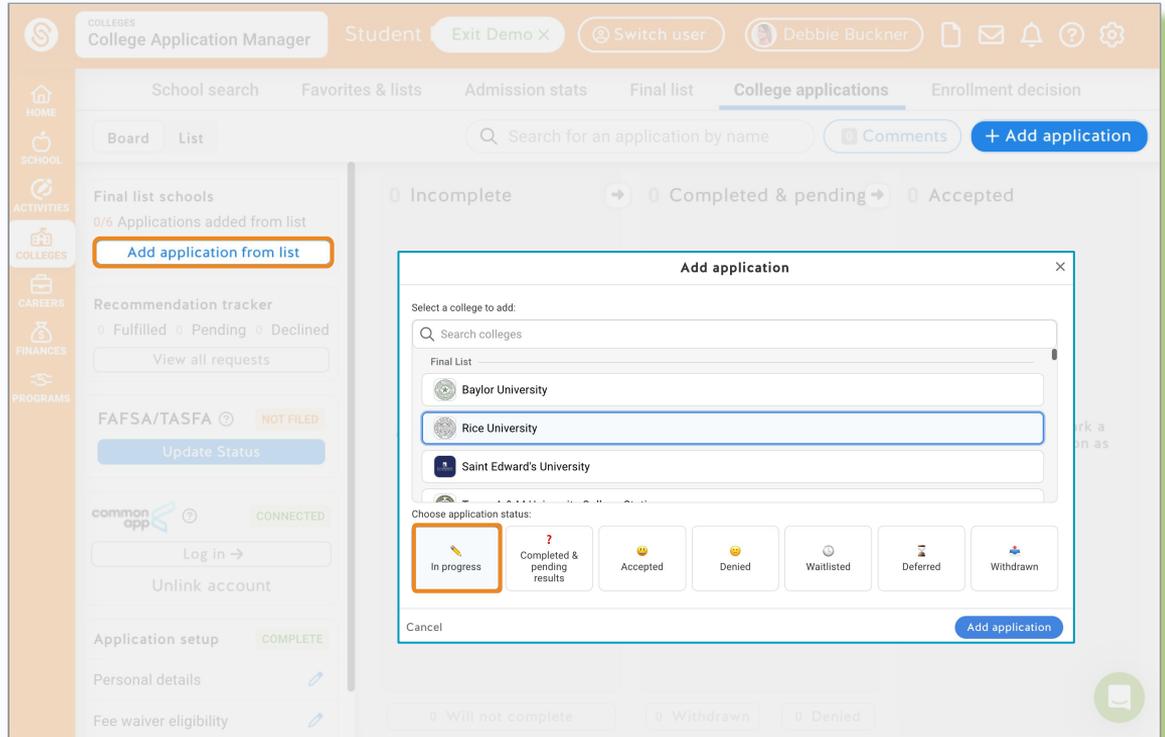
⚡ SchoolLinks automatically requests your final report and transcript to send to your chosen college ⚡

Add Application

Adding Methods:

- Add an application from Final List
- Add an application not on Final List from **+ Add application** button

Select Application Status



Application Details

1. After adding an application, fill in your application details.
2. Select an Application Method and Application Type/Deadline.
3. Select any optional student requirements needed. Required materials will be automatically selected.
4. Save your application.

Note: Application details can be edited at any time. Once you click Save, this will automatically request required counselor documents for the application

University of Illinois at Urbana-Champaign >

Admissions | Application Info | Financial Aid

Application status: In Progress ✎ Comments

🔔 We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method

common app School-specific online app COALITION Now One Link

Application Type

Priority Nov 1 Regular Decision Jan 5

Application deadline: Select month and day 📅

Doc Destination

This college is in-network. We'll make sure your materials are sent electronically where they need to go.

Program Name (Optional)
Fill this in if you're applying to a program that requires a different application.
Program name

Student requirements
Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

I will be submitting a school-specific Financial Aid Application to this institution.
 I will be completing the FAFSA form and will need to designate this institution to receive my information in the FAFSA portal.

Scores and performance

I will be submitting test scores along with my application to this institution. Optional 🗨️
 I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Optional

Add Application Details

Upon adding an application, students will be prompted to select:

- Application Method
- Application Type
- Student Requirements

The screenshot shows the 'College Application Manager' interface for Rice University. The top navigation bar includes 'COLLEGES College Application Manager', 'Student Demo', 'Exit Demo X', 'Switch user', and the user profile 'Debbie Buckner'. A left sidebar contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES (highlighted), CAREERS, FINANCES, and PROGRAMS. The main content area features a 'Rice University >' header with tabs for 'Admissions', 'Application Info', and 'Financial Aid'. Below this, the 'Application status:' is shown as 'In Progress'. A message box states: 'We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.' Under 'Application Method', there are four options: 'common app', 'COALITION FOR COLLEGE', 'School-specific paper app', and 'QUESTBRIDGE'. Under 'Application Type', there are two options: 'Early Decision Nov 1' and 'Regular Decision Jan 4'. At the bottom, there is a section for 'Application deadline' with a prompt to 'Select month and day' and a calendar icon. A chat icon is visible in the bottom right corner.

Manage Application

Student Checklist

- Items to be completed by student

Teacher Recommendations

- Shows required number of recommendations with instructions

Counselor Documents

- Shows required documents to be uploaded by the counselor

The screenshot shows the 'College Application Manager' interface for Rice University. The top navigation bar includes 'COLLEGES College Application Manager', 'Student Demo Mod', 'Exit Demo X', 'Switch user', and a user profile for 'Debbie Buckner'. A left sidebar contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area features a 'Rice University >' header with links for 'Admissions', 'Application Info', and 'Financial Aid'. Below this, the 'Application status' is 'In Progress' with a 'Comments' button. A table lists application details:

Method	Type	Deadline	Destination	
Coalition	Regular Decision	Jan 04	In Network	

The interface is divided into three main sections:

- STUDENT CHECKLIST:** Includes 'Submit Application' (checkbox), 'Test Scores' (checkbox), and 'FAFSA Submission' (checkbox), each with a 'New Student Requirement' link.
- TEACHER RECOMMENDATIONS:** Includes instructions to update the student profile and a section for '2 Required' recommendations with detailed instructions from the college.
- COUNSELOR DOCUMENTS:** Lists 'Transcript' and 'Counselor Recommendation (General)', both added as presets on 07/12/2023, with a 'Request Counselor Document' link.

At the bottom, there is an 'Add Recommender' button with a 'Required' indicator.

College Applications List View

Sort & view all applications in list view

View total & status of:

- Student checklist items
- Teacher recommendations
- Counselor recommendations

The screenshot displays the 'College Application Manager' interface. The top navigation bar includes 'COLLEGES College Application Manager', 'Student Demo M', 'Exit Demo X', 'Switch user', and the user profile 'Debbie Buckner'. The main navigation tabs are 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications' (selected), and 'Enrollment decision'. The left sidebar contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area is divided into a left sidebar and a main table.

Left Sidebar:

- Final list schools:** 2/4 Applications added from list. Includes a button 'Add application from list'.
- Recommendation tracker:** 0 Fulfilled, 1 Pending, 0 Declined. Includes a button 'View all requests'.
- FAFSA/TASFA:** NOT FILED. Includes a button 'Update Status'.
- common app:** CONNECTED. Includes buttons 'Log in →' and 'Unlink account'.
- Application setup:** COMPLETE.
- Personal details:** Edit icon.
- Fee waiver eligibility:** Edit icon.

Main Table:

School	Student Ch...	Teacher R...	Counselor ...	Due ...	Status	
Lehigh University	✓ ✓ ✓		🔴 🔴 🔴 🔴	01/01/24	Enrolling	✎ ⋮
Baylor University	✓		🔴	02/01/24	Accepted	✎ ⋮
Rice University	✓ ✓ ✓	🔴	🔴 🔴	01/04/24	In progress	✎ ⋮
West Chester University of Pa.					Denied	✎ ⋮

Request Recommendation Letters as a Student

- Required number of recommendations is shown along with instructions
- Students may be able to request additional optional letters
- Students can search for teacher or enter a teacher manually
- The teacher is alerted via email of the request.

TEACHER RECOMMENDATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

2 Required

Instructions from college: The two teacher recommendations serve to highlight the applicant's academic strengths and contributions in the classroom. Both of these recommendations should be from teachers of core academic subjects, and ideally one recommendation would relate to the applicant's intended area of study. Though not a requirement, we would prefer letters come from teachers who have taught the student for a full course.

[+ Add Recommender](#) Required

[SELECT TEACHER](#) [ADD DETAILS](#)

Select the type of recommendation:

General (Most common)
Not specific to a college and can be assigned to any application

College-specific
Customized for this college and can only be assigned to this application

Assign a teacher to complete a teacher evaluation for Rice University.
They will receive an invitation to fulfill your request on SchoolLinks.

Counselor recommendations are **automatically requested** if required by the college. View the status of counselor recommendations under "Counselor Documents" on the application detail page.

Search teachers

Adrian Rothfeld staff.uptight_fire@demo121.org

Albert Amsden staff.hideous_soup@demo121.org

Albert Hawthorne staff.lucky_leather@demo121.org

Cancel [Next](#)

Resources for SchoolLinks

Student

- [College Application Manager Support Links](#)
- [College Application Manager Map](#)
- [Video Walk Through of College App Manager](#)

Parent/Caregiver

- Guardian Log In ([English](#) / [Spanish](#))
 - Claim Codes available tonight!

The Student's Map of SchoolLinks' College Application Manager

Application Manager Board View

- 1 Get set up
- 2 Connect to Common App
- 3 Add your applications
- 4 Add award letters to compare tuitions
- 5 Click to view more actions

Application Manager List View

- 6 Track application materials
- 7 Add your result

Application Detail View

- 5 Complete your applications
- 4 Request recommendations
- 6 Track application materials
- 7 Add your result



BLS Supports

Resources

SchoolLinks

- College and Career Exploration
- Build College List
- Admissions Data
- Application Management

Partner with your School Counselor

- Senior Meetings and Graduation Plans
- Application Workshops
- Support with:
 - College Search
 - Final List
 - Application Questions
- Essay Review
- Letter of Recommendation
- And more!

School-to-Career Programming

- College List and Application Support
- FAFSA/Financial Aid
- Scholarships
- College Visits and Workshops
- And more!

College Admissions Website

- Application Requirements
- Application Deadlines
- Connect with Admissions Counselor with specific questions!

Getting Started

1. Review Application Requirements
2. Create Common Application Account
3. Connect Common App to SchoolLinks College Application Manager
4. Update SchoolLinks with ALL schools that you are applying to
5. Request Letters of Recommendation in College Application Manager
6. Complete your applications
7. Submit ACT/SAT scores if applicable

BLS Senior College Application Process Checklist

Please read these instructions carefully to ensure that colleges receive your materials in a timely manner.

- Review application requirements** – Read and review all college application requirements and note college application deadlines (college requirements/deadlines vary, stay organized!).
- Create a Common Application Account** – Go to www.commonapp.org to create an account. Within the Common App website, add colleges to your list. **Note:** Use Common App when possible. Some colleges do not use Common App (in which case, you may skip this step and the next step and apply directly to the institution via their website).
 - Check the box in Common App to share data back with SchoolLinks
- Link your SchoolLinks Account to your Common Application Account** – [Video Instructions](#)
 - Log into your Common App account and complete the entire "Education" section under the "Common App" tab.
 - Go to the "My Colleges" tab, choose any of your listed colleges, and click on "Recommenders and FERPA." Follow the instructions to waive your rights.
 - Log into SchoolLinks (be sure to "CLEVER" to log in).
 - In SchoolLinks, click the "Colleges" and select "College Applications." Click on "Common App Login" and enter the email address used for your Common App account.
- Update SchoolLinks–**
 - In SchoolLinks, click on the "Colleges" and select "College Application" •
 - The first time you access "College Application" they will be asked to complete: Personal Details, Fee Waiver and FERPA Waiver
 - Add ALL colleges that you are applying to in the College Application portion of SchoolLinks.
 - Fill in application details for each college
 - Select Application Method and Deadline/Type
 - Select Student Requirements
- Request teacher letter(s) of recommendation** – Not all colleges require/accept teacher letters of rec (i.e. OSU, UO, UC's, etc.).
 - Please do your research (check the admissions page/Schoollinks application page for each college you are applying to) to determine if you need any letters before asking a teacher to write you one.
 - If the college you are applying to requires a teacher letter of recommendation, follow these steps:

Linked Resources

SENIOR YEAR TIMELINE



SUMMER

- Attend Summer School if you need to make up for any core class that you need for graduation or college eligibility
- Further explore interests, colleges, and/or careers
- Search for and begin applying for scholarships
 - Get essays and personal statements started
- Begin reviewing college applications or finalizing college/trade school lists

FALL

- Review your class schedule and revise graduation and college requirements to ensure that you are on track
- Complete individual senior conference with counselor and review graduation plan
- Continue to focus on your courses and do your best!
- Apply for scholarships and fill out the FAFSA/ORSSA
- Retake the SAT/ACT as needed
- Continue participating in activities of interest
- Narrow down on your career plan, and create a map with steps to achieve your career
 - Finalize your resume, apply for colleges or trade school, figure out your plan after graduation
- Sign up for Parchment and send transcripts to colleges at the end of semester 1.

SPRING

- Review your class schedule and revise graduation and college requirements to ensure that you are on track
- Make sure you have completed all paperwork for graduation
 - Prepare for jobs, accept college admissions
- Send final transcripts to colleges/employers once graduated
- Double check summer plans - move in for college, orientations, housing, employment
- Order your cap, gown, and any senior gear you want
- Enjoy the last few months of your High School career!

OTHER SUGGESTED ACTIONS

BLS Senior College Application Process Checklist

Please read these instructions carefully to ensure that colleges receive your materials in a timely manner.

- Review application requirements** – Read and review all college application requirements and note college application deadlines (college requirements/deadlines vary, stay organized).
- Create a Common Application Account** – Go to www.commonapp.org to create an account. Within the Common App website, add colleges to your list. Note: Use Common App when possible. Some colleges do not use Common App (in which case, you may skip this step and the next step and apply directly to the institution via their website).
 - Check the box in Common App to share data back with SchoolLinks
- Link your SchoolLinks Account to your Common Application Account** – [Video Instructions](#)
 - Log into your Common App account and complete the entire "Education" section under the "Common App" tab.
 - Go to the "My Colleges" tab, choose any of your listed colleges, and click on "Recommenders and FERPA." Follow the instructions to waive your rights.
 - Log into SchoolLinks (be sure to "CLEVER" to log in).
 - In SchoolLinks, click the "Logins" and select "College Applications." Click on "Common App Login" and enter the email address used for your Common App account.
- Update SchoolLinks**–
 - In SchoolLinks, click on the "Colleges" and select "College Application"
 - The first time you access "College Application" they will be asked to complete: Personal Details, Fee Waiver and FERPA Waiver
 - Add ALL colleges that you are applying to in the College Application portion of SchoolLinks.
 - Fill in application details for each college
 - Select Application Method and Deadline/Type
 - Select Student Requirements
- Request teacher letter(s) of recommendation** – Not all colleges require/accept teacher letters of rec (i.e. OSU, UC, UO, etc.).
 - Please do your research (check the admissions page/SchoolLinks application page for each college you are applying to) to determine if you need any letters before asking a teacher to write you.
 - If the college you are applying to requires a teacher letter of recommendation, follow these steps:

Quick Reference Guide to College Applications

Oregon Public Universities

- The OPU system is comprised of 7 colleges and universities
- Admission requirements vary somewhat from campus to campus
- Official transcripts must be sent, as well as school forms
- SAT or ACT - test options
- Many OPU schools are a part of the Common Application <https://www.commonapp.org/>
- Some require you to apply directly to college through an application on their website
- There are Honors colleges at most campuses, so check their website for that specific information

Private and Out of State Universities

- Deadlines vary, pay close attention and stay organized, check individual college website Comprehensive applications - need to list classes taken, activities, awards, essays, look for interview if required/optional
- Official transcripts must be sent, as well as school forms and recommendations
- SAT or ACT required by some but some colleges are test-optional, check college website
- Many are a part of the Common Application <https://www.commonapp.org/>
- Applications typically require several essays, Common App Essay required by most who use the Common App.
- Some require you to apply directly to college through an application on their website

International Universities

- Deadlines vary, pay close attention and stay organized, check individual college website
- Application requirements vary by each institution
- Essay style can be different than US colleges, check out tips on the NACAC international guide and with your counselor
- May require SAT/ACT, AP exams, etc. check individually with each college
- Download the [NACAC International Guide to Colleges](#) for comprehensive information on countries, resources and application links

Oregon Community College

- There are over 17 community colleges in Oregon
- Applications begin late fall of senior year
- Application is straightforward and simple
- Transcripts, SAT/ACT, recommendation letters and essays are NOT required
- Look for additional opportunities:
 - Honors/scholars programs within each community college at their website for additional opportunities and deadlines
 - Dual Enrollment with an Oregon Public University
 - Transfer Programs
- [Oregon Promise Grant](#)

SchoolLinks' College Application Manager

Get set up

Add your email and mailing address, determine your fee waiver eligibility, and complete the SchoolLinks FERPA waiver in order to start tracking your college applications.



Connect to Common App

If your school uses Common App, follow the link to log in or create an account. Make sure you consent to share information with SchoolLinks and add your high school. Complete the Common App FERPA in the colleges tab once you've added a college.



Add your applications

Add applications from your Final List and fill out the details. If it's a Common App application, you'll need to add it to "My Colleges" in Common App, then refresh the page back on SchoolLinks.



Request recommendations

Once you've added an application, SchoolLinks will let you know how many teacher recommendations are required. Select your teacher from a list, or add them manually.



Complete your applications

As you complete your applications, be sure to check off the items on your student checklist. You can also check all items at once by clicking "Mark as Complete."



Track application materials

Check back in SchoolLinks to see the status of all your application materials. With electronic applications, you can even see when the college has viewed your documents.



Add your results

When you hear back from colleges, add your results in SchoolLinks to notify any final transcripts and requirements.



Make your enrollment decision

Once you've made the big decision, add your decision in SchoolLinks to let your counselor know and to request your final transcript.



Financial Aid Night

Bend Area High Schools	La Pine High School
Tuesday October 17th 5:30-7:30 PM Caldera High School	Wednesday November 1st 5:30-7:30 PM La Pine High School

Next Steps Tonight

- School Specific Tables are in the Commons
- School Counselor and STC Representatives are available to answer questions
- Guardian Onboarding codes available at the SchoolLinks table
- Presentation will be linked on each schools' counseling webpage